



Zoning Technician

The **Grant County's Conservation, Sanitation, and Zoning Department** is recruiting for a Zoning Technician. This position is responsible for the implementation of Grant County Zoning Ordinances and State Laws related to land use control. Work may include but is not limited to, reviewing, approving and overseeing the implementation of zoning permits, planning for changes in land use control, assisting the public in achieving compliance with regulations and enforcing policies, ordinances and laws.

Position will also assist the Sanitation Technician in the approval and implementation of the sanitary permit program. Work may include but is not limited to, reviewing, approving and overseeing the implementation of sanitary permits, planning for changes in land use control, assisting the public in achieving compliance with regulations and enforcing policies, ordinances and laws.

Minimum Qualifications

Education:

1. Graduation from high school or high school equivalency
2. Associate degree in land use planning, soils or related field; Bachelor's degree preferred
3. Registration as a Private Onsite Wastewater Treatment System (POWTS) Inspector and Certified Soil Tester by the State of Wisconsin within three months of employment (first exams paid by Grant County; retake exams are at employee expense)

Experience:

1. Two years' experience in implementing Comprehensive Zoning, Shoreland, Floodplain, Subdivision, Mobile Tower Siting, Wind Energy Siting and Non Metallic Mining Ordinances
2. Preferred experience in development of Comprehensive Plans
3. Two years' experience in implementing Private Onsite Waste Treatment System (POWTS) Ordinances, land use planning and/or the interpretation of land use ordinances
4. Preferred technical experience in survey and design of POWTS

Other:

- Possession of a valid driver's license

Note: Equivalent combinations of job related education and experience may be considered

How to Apply: A [Grant County application for employment](http://www.co.grant.wi.gov) and [job description](#) may be obtained at www.co.grant.wi.gov or by contacting the Grant County Human Resources Department (608)723-2540. A Grant County Application is required and will be accepted at the following location.

Grant County Human Resources
111 S. Jefferson St. - PO Box 529, Lancaster WI 53813

This is an Affirmative Action/Equal Employment Opportunity employer (AA/EEO). All qualified applicants are encouraged to apply including minorities, veterans, women, and persons with work related limitations.



@GrantCountyEmploymentOpportunities

GRANT COUNTY JOB DESCRIPTION

TITLE: Zoning Technician

DEPARTMENT/ AGENCY: Conservation, Sanitation, and Zoning Department

IMMEDIATE SUPERVISOR: Administrator of Conservation, Sanitation, and Zoning Department

PAY RANGE: H

FLSA: Exempt - Professional

NATURE OF WORK

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Knowledge, Skills and Abilities:

1. Knowledge of the basic principles and practices of land use planning, state and county laws, rules and regulations
2. Knowledge of county zoning, floodplain, shoreland, subdivision, non-metallic mining, mobile tower siting, wind energy siting and POWTS ordinances
3. Processes various rezone, conditional use permit, and variance applications and presents cases to respective boards for approval

4. Knowledge of state statutes and administrative rules
5. Ability to secure facts through investigations and inspections
6. Ability to read and analyze maps
7. Ability to analyze and compile information on zoning problems and violations
8. Ability to communicate clearly, concisely and tactfully - orally and in writing
9. Ability to work effectively and harmoniously with others
10. Ability to be calm under pressure and in confrontational situations
11. Ability to balance multiple projects while helping applicants meet project deadlines
12. Awareness of being the first point of contact for landowners when they are notified of not being in compliance of ordinance requirements

ESSENTIAL FUNCTIONS

Under general direction

1. Make on-site investigations to determine compliance with the zoning ordinances of the County
2. Review and issue zoning permits under shoreland, comprehensive, floodplain, wind energy, and mobile tower ordinances
3. Explain the reasoning behind ordinance requirements to applicants
4. Assist applicants (landowners, attorneys, engineers, builders, etc.) in completing zoning permit applications
5. Create permit checklists for applicants that are specifically project related
6. Assist mining operators in the renewal of conditional use permits
7. Determine compliance with County zoning ordinances through preconstruction and final construction inspections
8. Investigate zoning related complaints, issue follow-up order for corrections and citations for valid complaints, testify in Court
9. Update the County zoning district GIS layer after rezones have been approved
10. Update zoning ordinances and the POWTS ordinance when necessary
11. Complete navigability determinations and submit thorough reports to the DNR Water Management Specialist. Utilize the DNR Surface Water Data Viewer to complete accurate reports
12. Maintain trust with Town Boards, County Board, and Corporation Counsel on zoning and POWTS related items
13. Interpret legal descriptions, locate surveys for landowners, and draft setback maps for clients
14. Review subdivision proposals in relation to the County subdivision ordinance
15. Assist landowners in fire number requests
16. Respond to public records requests
17. Research and confirm zoning district designation accuracy for properties
18. Answers telephones, providing information and assistance regarding zoning and sanitary issues
19. Maintains landowner files with permits, reports and documentation
20. Completes monthly and annual reports as required by county and state departments
21. Operates and maintains computer system to create reports, draft maps, surveys, septic system plans, etc.
22. Schedule various appointments, interviews and meetings as required
23. Organizes public hearings as required
24. Assist the Department of Safety and Professional Services with inspection and code interpretation
25. Assist Sanitation Technician with POWTS related issues
26. Assist with Annual Continuing Education Program for local plumbers and pumpers
27. Investigate public health nuisance complaints related to septic systems
28. Make on-site investigations to determine soil suitability for private onsite waste treatment systems serving private residences, public buildings, etc.
29. Reviews soil test reports submitted by soil testers
30. Review plans and applications for private onsite waste treatment systems submitted by licensed plumbers
31. Coordinates Annual Continuing Education Program for local plumbers & pumpers
32. Perform such other duties as may be assigned

SUPERVISION RECEIVED

General and specific assignments are received and work is performed according to methods and procedures with allowance for some independence in judgment in accomplishing the assignments

SUPERVISION EXERCISED

None

ENVIRONMENTAL FACTORS

Dexterity in moving, picking up objects and operating office equipment is required; travel within the county in all kinds of weather; works primarily in general office setting with regular outdoor inspection visits; may have exposure to severe weather conditions, construction sites, and uneven terrain

CLOSING STATEMENT

This description has been prepared to assist in evaluating duties, responsibilities and skills of this position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities.

Revised 12/12/2023